



CITY OF OAKLAND

BASIC APPLICATION FOR DEVELOPMENT REVIEW

250 Frank H. Ogawa Plaza, Suite 2114, Oakland, CA 94612-2031

Zoning Information: 510-238-3911

www.oaklandnet.com/planning

CERTAIN APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY!

Please call (510) 238-3940 to schedule an appointment if your project involves any of the following:

- Conditional Use Permit
- Variance
- Regular Design Review
- Parcel Map Waiver
- Tentative Parcel/Tract Map
- New dwelling unit(s)
- 1,000 sq. ft. or more of new floor area/footprint
- Additions \geq 100% of existing floor area/footprint
- Creek Protection Permit (Category 3 or 4)

All other projects may be submitted to the zoning counter without an appointment.

Submit applications for Small Project Design Review to station #12 at the zoning counter by signing the sign-up sheet.

1. TYPE OF APPLICATION

(Check all that apply)

Development Permits

- ☐ Conditional Use Permit (Major, Minor, or Interim)
- ☐ Variance (Major or Minor)
- ☐ Regular Design Review
- ☐ Small Project Design Review
- ☐ Tree Preservation or Removal Permit
- ☐ Creek Protection Permit (separate application required)
- ☐ Other: _____

Subdivision Applications

- ☐ Parcel Map Waiver (Lot Line Adjustment/Merger)
- ☐ Tentative Parcel Map (subdivision for 1 – 4 lots)
- ☐ Tentative Tract Map (subdivision for 5 or more lots)
- ☐ Planned Unit Development/Mini-Lot Development

Other Applications

- ☐ Request for Environmental Review
- ☐ General Plan Amendment
- ☐ Rezoning

2. GENERAL INFORMATION

APPLICANT'S NAME/COMPANY: _____

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NUMBER: _____ **LOT AREA (ACRES/SQ. FT.):** _____

EXISTING USE OF PROPERTY: _____

DESCRIPTION OF PROPOSAL (including type of use, hours of operation, number of employees, etc., on additional sheets if needed.):

TO BE COMPLETED BY STAFF

GENERAL PLAN LAND USE CLASS.: _____ **ZONING:** _____

FEES¹:

APPLICATION FEE: \$ _____

POSTER DEPOSIT²: \$ _____

TREE PERMIT FEE: \$ _____

CREEK PERMIT FEE: \$ _____

TOTAL FEES DUE: \$ _____

EXPECTED PROCESSING TIME³:

¹ Fees are subject to change without prior notice. The fees charged will be those that are in effect at the time of application submittal.

² For permit applications requiring public notice, a refundable security deposit is required for the on-site poster containing the public notice. Posters MUST be returned within 180 days and in good condition to claim a refund of the deposit.

³ Expected processing time is only an estimate and is subject to change without notice due to staff workload, public hearing availability, and the completeness or complexity of the application.

3. PROPERTY OWNER AND APPLICANT INFORMATION

Original signatures or clear & legible copies are required.

Owner: _____

Owner Mailing Address: _____

City/State: _____ **Zip:** _____

Phone No.: _____ **Fax No.:** _____ **E-mail:** _____

To be completed only if Applicant is not the Property Owner:

I authorize the applicant indicated below to submit the application on my behalf. _____

Signature of Property Owner

Applicant (Authorized Agent), **if different from Owner:** _____

Applicant Mailing Address: _____

City/State: _____ **Zip:** _____

Phone No.: _____ **Fax No.:** _____ **E-mail:** _____

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other City regulations which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property. I understand that the Applicant and/or Owner phone number listed above will be included on any public notice for the project.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature above.

I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, that after my application has been submitted and reviewed by City staff, it may be necessary for the City to request additional information and/or materials. I understand that any failure to submit the additional information and/or materials in a timely manner may render the application inactive and that periods of inactivity do not count towards statutory time limits applicable to the processing of this application.

I certify that all existing Protected Trees either on the site or within 10 feet of development activity are indicated on both the Site and Landscape Plan. I understand that if any Protected Trees are to be removed, or if Protected Trees exist within 10 feet of the proposed development activity (even if they are not being removed), I must apply for a Tree Preservation/Removal Permit (Section 6).

I certify that I have reviewed the Oakland Creek Protection Ordinance and understand that I may be subject to a Creek Protection permit pursuant to the Creek Protection, Storm Water Management and Discharge Control Ordinance (Chapter 13.16 of the Oakland Municipal Code) and that I have completed the Creek Protection Ordinance section of this application (Section 7).

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

Signature of Owner or Authorized Agent

Date

4. SUPPLEMENTAL PROJECT & LOT INFORMATION

AREA CALCULATIONS	Existing	New	Total	% Change
Total Lot Area (in acres or square feet)				
Total Building Footprint Area (square feet)				
Total Floor Areaⁱ (square feet)				
Building Height			n/a	n/a
Number of Dwelling Units				n/a
Number of Parking Spaces				n/a
Setback Slopeⁱⁱ (for hillside properties only)			n/a	n/a
Structure Slopeⁱⁱⁱ (for hillside properties only)			n/a	n/a

ⁱ **Total Floor Area** for all projects with one or two dwelling units on a lot means the total square footage of all levels of all buildings on the lot, measured horizontally from the outside surface of exterior walls and supporting columns, but excluding: (a) unenclosed living areas such as balconies, decks, and porches; (b) carports that are unenclosed on two or more sides; (c) 440 square feet within an attached or detached garage or carport that is enclosed on three sides or more; (d) non-habitable accessory structures of less than 120 square feet; (e) unfinished understories, attics and basements; and (f) finished basements if the height from finished grade at the exterior perimeter of the building to the finish floor elevation above is six (6) feet or less for at least 50% of the perimeter and does not exceed twelve (12) feet above grade at any point. For new floor area, only include new floor area located outside of the existing building envelope.

ⁱ **Total Floor Area** for all projects except those with one or two dwelling units on a lot means the total of the gross horizontal areas of all floors, including usable basements and cellars, below the roof and within the outer surfaces of the main walls of principal or accessory buildings, or the center line of party walls separating such buildings, but excluding: (a) areas used for off-street parking spaces, loading berths, driveways, and maneuvering aisles; (b) areas which qualify as usable open space in Chapter 17.126; and (c) arcades, porticoes, and similar open areas which are located at or near street level of Nonresidential Facilities, are accessible to the general public, and are not designed or used as sales, display, storage, or production areas. For new floor area, only include new floor area located outside of the existing building envelope.

ⁱⁱ **Setback Slope:** Slope between edge of pavement and the front setback line, measured at the midpoint and perpendicular to the front property line.

ⁱⁱⁱ **Structure Slope:** Steepest slope across building footprint measured from one side of the building to another.

5. IMPERVIOUS SURFACE INFORMATION

See page 11 for more information on impervious surface.

PROJECT CHARACTERISTICS: (check one)

- ☐ (1) The project will create or replace **10,000 square feet or more** of new or existing impervious surface area* (not including projects involving one single-family dwelling).
- ☐ (2) The project will create or replace **5,000 square feet or more but less than 10,000 square feet** of new or existing impervious surface area* AND involves the following:
- Auto servicing, auto repair, or gas station;
 - Restaurant (full service, limited service, or fast-food); or
 - Uncovered parking (stand-alone parking lot or parking serving an activity; including uncovered parking garages).
- **If you checked (1) or (2) the project is considered a “Regulated Project” and must comply with NPDES C.3 stormwater requirements. You must submit a completed Stormwater Supplemental Form and a Preliminary Post-Construction Stormwater Management Plan with your application (see page 10).**
- ☐ (3) The project will create or replace **2,500 square feet or more** of new or existing impervious surface (including projects involving one single-family dwelling), unless the project meets the definition of (1) or (2) above.
- **If you checked (3) site design measures to retain stormwater on-site are required. Refer to the City’s “Overview of Provision C.3” for more information.**
- ☐ (4) None of the above.

* *Impervious Surface = Any surface that cannot be effectively (easily) penetrated by water. Permeable paving (such as permeable concrete and interlocking pavers) underlain with permeable soil or permeable storage material, and green roofs with a minimum of three inches of planting media, are not considered impervious surfaces. Do not include existing impervious surface to be replaced as part of routine maintenance/repair activities when calculating the amount of new/replaced impervious surface.*

6. TREE PRESERVATION ORDINANCE

See page 11 for more information on protected trees and these regulations.

Pursuant to the Tree Preservation Ordinance (§12.36 O.M.C.) a Tree Preservation/Removal Permit is required for any proposed construction activity (including buildings, driveways, paths, decks, construction vehicle routes, sidewalk improvements, & perimeter grading) within 10 feet of a Protected Tree, even if such trees are not being removed or if they are located on a neighbor's property.

The following are Protected Trees:

- a. Any Coast Live Oak tree that is larger than 4 inches dbh*
- b. Any tree (except Eucalyptus) that is larger than 9 inches dbh* (Eucalyptus trees and up to 5 Monterey Pines per acre are not considered Protected Trees under this section. Monterey Pines must be inspected and verified by the Public Works Agency – Tree Division prior to their removal. Contact the Tree Division at (510) 615-5850 for more information or to schedule an inspection).
- c. Any tree of any size located in the public right-of-way (including street trees).

I ATTEST THAT: *(check one)*

- ☐ (1) There are no existing Protected Trees anywhere on the subject property or within 10 feet of the proposed construction activities** (including neighbor's properties or the adjacent public right-of-way).
- ☐ (2) There are Protected Trees on the subject property or within 10 feet of the proposed construction activities**, and their location is indicated on the site plan and landscape plan **and** *(check one)*;
- ☐ (a) No Protected Trees are to be removed and
No construction activity** will occur within 10 feet of any Protected Tree.
- ☐ (b) No Protected Trees are to be removed and
Construction activity** will occur within 10 feet of any Protected Tree.
- ☐ (c) Protected Trees will be removed.

If you checked (2b) or (2c), a Tree Preservation/Removal Permit is required. Please complete the section below.

DESCRIPTION OF TREES (Identification numbers and letters must be consistent with the Tree Survey, see submittal requirements in Section 8)

Trees proposed for removal			Trees <u>not</u> proposed for removal but located within 10 feet of Construction Activity**		
#	Species	dbh*	#	Species	dbh*
1			A		
2			B		
3			C		
4			D		
5			E		
6			F		
7			G		

Reason for removal/impacting of trees: _____

* **dbh:** "diameter at breast height" is determined by measuring the trunk at 4'-6" from the ground. Multi-trunked trees are measured by combining the diameters of all trunks at 4'-6" from the ground.

** **Construction Activity:** Any proposed building, driveway, path, deck, construction vehicle route, sidewalk improvement, grading, or demolition.

7. CREEK PROTECTION ORDINANCE

See page 11 for more information on creeks and these regulations.

Pursuant to the Creek Protection, Storm Water Management and Discharge Control Ordinance (§13.16 O.M.C.) a Creek Protection Permit is required for any proposed construction activity occurring on a Creekside property. The extent to which your development will be regulated by the Creek Protection Ordinance depends upon the location and type of proposed work.

WHAT IS A CREEK?

*“A **Creek** is a watercourse that is a naturally occurring swale or depression, or engineered channel that carries fresh or estuarine water either seasonally or year around.”*

A creek must include the following two components:

1. The channel is part of a contiguous waterway. It is hydrologically connected to a waterway above or below the site or is connected to lakes, the estuary, or Bay. Creek headwaters, found at the top of watersheds, are connected in the downhill direction. Additionally, creeks in Oakland are often connected through underground culverts. Only the open sections of creeks are subject to the permit, and
2. There is a creek bed, bank and topography such as a u-shape, v-shape channel, ditch or waterway (identified through field investigation, topographical maps, and aerial photos). To help with identification in the field a creek may also have the following features (the absence of these features does NOT mean there is no creek):
 - A riparian corridor, which is a line of denser vegetation flowing downhill. This is sometimes missing due to landscaping or vegetation removal practices, landslide or fire.
 - The channel has a bed with material that differs from the surrounding material (i.e. more rocky, or gravelly, little or no vegetation).
 - There are man-made structures common to waterways, - for example bank retaining walls, trash racks, culverts, inlets, rip rap, etc.

I ATTEST THAT: (check one)

- ☐ (1) **I do not know if there is a Creek on or near the proposed project site.** I have submitted a request for a Creek Determination by the City of Oakland (separate form and fee required).
- ☐ (2) **No Creek exists on or near the project site;** (check one)
- ☐ (a) Based on my review of the characteristics of the project site, as well as all relevant maps and plans, and the Creek Determination criteria provided in the “What is a Creek?” section above; or
- ☐ (b) Based on the attached report prepared by a relevant licensed professional.
- However, if the City determines that a Creek exists on or near the project site, a Creek Protection Permit is required.*
- ☐ (3) **A Creek DOES exist on or near the project site and;** (check one)
- ☐ (a) The proposed project only entails interior construction and/or alterations (including remodeling), and therefore requires a **Category 1 Creek Permit** (this is a no fee permit and only requires distribution of educational materials); or
- ☐ (b) The proposed project entails exterior work that does not include earthwork and is located more than 100 feet from the centerline of the Creek, and therefore requires a **Category 2 Creek Permit** (this permit requires a site plan and distribution of educational materials); or
- ☐ (c) The proposed project entails (a) exterior work that is located between 20 feet from the top of the Creek bank and 100 feet from the centerline of the Creek, and/or (b) exterior work that includes earthwork involving more than three (3) cubic yards of material located beyond 20 feet from the top of the Creek bank, and therefore requires a **Category 3 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review); or
- ☐ (d) The project entails exterior work conducted from the centerline of the Creek to within 20 feet from the top of the Creek bank, and therefore requires a **Category 4 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review and a hydrology report).

The Creek Permit requirements for your project are subject to verification by the City of Oakland and may differ from what you have indicated above. Additionally, you are responsible for contacting and obtaining all required permits from the relevant state and federal permitting agencies for Category 3 and Category 4 Creek Permits.

8. HAZARDOUS WASTE AND SUBSTANCES STATEMENT

STATE GOVERNMENT CODE SECTION 65962.5 (f):

(f) Before a lead agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list.

Please refer to the following state maintained website <http://www.calepa.ca.gov/SiteCleanup/CorteseList/> or contact the CalEPA at (916) 323-2514 to determine if your project is on any list of properties containing hazardous waste, toxic substances or underground fuel tanks. **NOTE: YOU MUST REVIEW ALL LISTS**

- ☐ I have reviewed **ALL** the lists and my site does **not** appear on them (sign below). **City Verification Required**
- ☐ My site does appear on the list(s) (please complete the flowing statement and sign below).

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Name of applicant: _____

Address: _____

Phone number: _____

Address of site: _____

(street name and number if available, and ZIP Code)

Local agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code:

Regulatory identification number: _____

Date of list: _____

Status of regulatory action: _____

Signature of Owner or Authorized Agent

Date

9. GREEN BUILDING ORDINANCE

Pursuant to the Ordinance 'Sustainable Green Building Requirements for Private Development,' (Chapter 18.02 of the Oakland Municipal Code), a Green Building Permit is required for any proposed construction activity within certain categories. The extent to which your development will be regulated by the Green Building Ordinance depends upon the location, type of proposed work, and size of proposed work.

A. PROPERTY ADDRESS: _____

B. PROJECT TYPE OF DEVELOPMENT (check one): ☐ New Construction ☐ New Construction-Mixed Use ☐ Addition
☐ Existing Building ☐ Tenant Improvement ☐ Remodel
☐ Historic ☐ Landscape Project

C. TOTAL NEW AND ALTERED FLOOR AREA (square feet): _____

I, THE APPLICANT/OWNER, ATTEST THAT: (check one)

- ☐ (1) I have reviewed the Green Building Ordinance and the project **DOES NOT** fall within the list of applicable project types.
- ☐ (2) I have reviewed the Green Building Ordinance and the project **MUST** comply with the ordinance, AND I'm submitting the required additional green building materials (see page 10) with this application.
- ☐ (3) I have reviewed the Green Building Ordinance and the project must comply with the ordinance, AND I'm submitting the required additional green building materials (see page 10) with this application, but a GreenPoint Rater or LEED AP is not required as the project uses the Small Commercial Checklist or the Bay Friendly Basic Checklist.

D. NAME OF GREENPOINT RATER / LEED ACCREDITED PROFESSIONAL (AP)*: _____

GREEN POINT RATER/LEED AP MAILING ADDRESS: _____

PHONE: _____ E-MAIL: _____

RATING SYSTEM: _____ # OF POINTS THE PROJECT IS ANTICIPATED TO RECEIVE: _____

E. GREEN BUILDING FEATURES NOT SHOWN ON PLANS BUT PART OF CHECKLIST (include additional sheets if needed): _____

I, hereby certify under the penalty of perjury that I have reviewed the project and appropriate checklist and attest that to the best of my knowledge the proposed project would likely comply with the City of Oakland's Green Building Ordinance and attain green building certification. I, hereby further certify under the penalty of perjury, that I 1) have no vested financial interest in the project other than my green building services, 2) have reviewed the project and appropriate green building checklist, and 3) attest that to the best of my knowledge the proposed project would likely comply with City of Oakland's Green Building Ordinance and attain green building certification.

X _____

Signature of the GreenPoint Rater or LEED Accredited Professional

_____ Date

This permit is issued pursuant to all provisions of City of Oakland Ordinance No. 13040 C.M.S., "Sustainable Green Building Requirements for Private Development." This permit is granted upon the express condition that the permittee shall be responsible for all claims and liabilities arising out of work performed under this permit or arising out of permittee's failure to perform the obligations with respect to this permit. The permittee shall, and by acceptance of this permit agrees to defend, indemnify, save and hold harmless the City, its officers and employees, from and against any and all suits, claims or actions brought by any reason for or on account of any bodily injuries, disease or illness or damage to persons and/or property sustained or arising in the construction of the work performed under this permit or in consequence of permittee's failure to perform the obligations with respect to this permit. Violations of the provisions of the Green Building Ordinance are subject to fines and penalties specified under Section 20-3.030 of the Ordinance.

TO BE COMPLETED BY CITY STAFF:

CASE NUMBER(S): _____ CASE PLANNER'S NAME: _____

Note to Case Planner: Please route a copy of this form to the green building coordinator in the Planning and Zoning Division.

10. SUBMITTAL REQUIREMENTS: WHAT TO SUBMIT

The following information and drawings must be included in the submittal package for your application. Planning staff reserves the right to require additional plans and information as needed for certain development proposals.

The following items are required for ALL applications unless otherwise noted.

Each and every item is required at the time of application submittal.

APPLICATIONS WITH MISSING ITEMS WILL NOT BE ACCEPTED.

☐ (1) **Basic Application for Development Review**

This application form signed and completed (including impervious surface, protected tree, creek information, the Hazardous Waste and Substances Statement, and green building sections). Original signatures or clear & legible copies are required.

☐ (2) **Supplemental Forms and Findings**

Explanation describing how the proposal complies with City requirements (forms provided by staff).

☐ (3) **Assessor's Parcel Map**

Available at the City of Oakland Engineering Services or Zoning counters, the County Assessor's Office, 1221 Oak St. or the County Assessor's website at http://revfilesvr/countydisplay/county_home.asp

☐ (4) **Photographs**

- Photographs must be placed in a secure envelope or mounted on a board folded to a size no larger than 9" x 12".
- ☐ Color photographs showing the existing structure or lot as seen from across the street and from the front, side and rear property lines. Label each photograph with the view pictured (e.g., front, side, rear, across the street).
- ☐ Color photographs showing the 20 nearest neighbors from the street (5 nearest lots on either side, 10 nearest lots across the street). Label each photograph with the address pictured.

☐ (5) **Plans** (see supplemental requirements for all Tentative Parcel Map (TPM), Tentative Tract Map (TTM), Parcel Map Waiver (PMW) applications).

- **Two (2)** stapled and folded sets of full-sized plans and **Two (2)** additional sets of reduced plans (11" x 17") are required for all applications. A Color 11"x17" rendering **MUST** be submitted for Major Permits.
- Fold plans to 9" x 12" maximum size. Plans must be on sheets no greater than 24" x 36".
- Include north arrow, date prepared and scale.
- Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'. Other scales may be appropriate, but should be discussed with Planning staff before filing. Also, please limit the range of scales used, so Planning staff can more easily analyze your project in relation to adjacent properties.
- Include the name and phone number of person preparing the plan(s). As appropriate or required, include the stamp and "wet signature" of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
- Show all encroachments over the public Right-of-Way.

☐ (a) **Survey** (required only for the following project types listed below)

- Must be no more than 3 years old from the time of submittal – date of survey must be included.
- Must be prepared by a California State licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982).
- Include the wet stamp and signature of the Land Surveyor or Civil Engineer who prepared the survey.
- Include the applicable surveyor's statement in accordance with the Professional Land Surveyors Act.
- In addition to paper copies, the survey must also be submitted on a CD.

For all new buildings (except small non-habitable buildings) and >100% footprint additions to existing buildings:

- ☐ Full boundary & topographic survey with field-verifiable monuments set or found by the surveyor.
- ☐ Location, dimensions, and dimensions to property lines of all existing buildings and similar structures.

For any building or addition within any required setback:

- ☐ Applicable line survey with field-verifiable monuments set or found by the surveyor.
- ☐ Location, dimensions, and dimensions to property line of all existing buildings and similar structures that are adjacent to the applicable property line.

For any building or addition located on a lot with a slope of 20% or more:

- ☐ Site topography for all areas of proposed work and for all existing driveways, buildings, and similar structures.
- ☐ Location and dimensions for all existing driveways, buildings, and similar structures.

☐ (5) **Plans (continued)**

☐ (b) **Site Plan**

- ☐ Location and dimensions of all property boundaries.
- ☐ Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.
- ☐ Dimensions of all existing and proposed building setbacks from property lines.
- ☐ Location of building footprints and approximate height of buildings on adjacent lots.
- ☐ Location, dimensions, and paving materials of all adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets.
- ☐ Location and dimension of all existing and proposed driveways, garages, carports, parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
- ☐ Location, height, and building materials of all existing and proposed fencing and walls.
- ☐ Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
- ☐ Location and size (dbh) of all existing trees and indication of any trees to be removed.
- ☐ Location of drainage ways, creeks, and wetlands (check with the Engineering Services Division for this information)
- ☐ Roof plan showing roof slope and direction, and location of mechanical equipment, ducts, and vents.
- ☐ For projects located on a lot with a slope of 20% or more: Show existing and proposed topographic contours overlaid with proposed roof plan and indicating roof ridge spot elevations.
- ☐ For multi-family residential projects: Show the location, dimension, slope, and site area of all existing and proposed Group Usable Open Space and Private Usable Open Space, including a summary table of site area.

☐ (c) **Grading Plan** (required only if the project proposes any site grading)

- ☐ Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).
- ☐ Include an erosion & sedimentation control plan.
- ☐ Include a summary table of all proposed excavation, fill, and off-haul volumes.

☐ (d) **Elevations** (required only for new construction, additions, or exterior alterations)

- ☐ Show all structure elevations (front, sides and rear) that will be affected by the proposed project.
- ☐ For additions/alterations: label existing and new construction, as well as items to be removed.
- ☐ Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
- ☐ Show any exterior mechanical, duct work, and/or utility boxes.
- ☐ Include dimensions for building height and wall length.

☐ (e) **Floor Plan**

- ☐ Include complete floor plan of all floors of entire building, including existing and proposed work.
- ☐ Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes.
- ☐ Show the location of all existing and proposed doors, windows, and walls.
- ☐ For non-residential projects: show all existing and proposed seating areas, mechanical/kitchen equipment, and/or other major functional components of the proposed project.

☐ (f) **Cross Sections** (required only for buildings or additions located on a lot with a slope of 20% or more)

- ☐ Include all critical cross sections, including at least one passing through the tallest portion of the building.
- ☐ Include floor plate and roof plate elevation heights.
- ☐ Label the location of the cross-sections on the site plan.

☐ (g) **Landscape Plan** (required for new buildings, new dwellings, and residential additions of more than 500 sq. ft.)

- ☐ Indicate any existing landscaping that is to be removed.
- ☐ Indicate the size, species, location, and method of irrigation for all plantings.
- ☐ Include all existing and proposed groundcovers, driveways, walkways, patios, and other surface treatments.

☐ (h) **Sign Plan** (required only for non-residential and mixed-use projects)

- ☐ Include fully dimensioned color elevations for all proposed signs.
- ☐ Indicate proposed sign location(s) on site plan
- ☐ Indicate proposed material(s) and method of lighting for all proposed signs.

☐ (i) **Lighting Plan** (required only for non-residential, multi-family residential, and mixed-use projects)

- ☐ Show the type and location of all proposed exterior lighting fixtures (this may be combined with the Site Plan for small projects).

☐ (5) **Plans (continued)**

- ☐ (j) **Preliminary Post-Construction Stormwater Management Plan*** (required only for “Regulated Projects” subject to NPDES C.3 stormwater requirements [see page 3])
- ☐ Show location and size of new and replaced impervious surface.
 - ☐ Show directional surface flow of stormwater runoff.
 - ☐ Show location of proposed on-site storm drain lines.
 - ☐ Show preliminary type and location of proposed site design measures, source control measures, and stormwater treatment measures.
 - ☐ Show preliminary type and location of proposed hydromodification management measures (if applicable).

* Please refer to the Stormwater Supplemental Form for more information concerning NPDES C.3 requirements. The Stormwater Supplemental Form must also be submitted with the application.

- ☐ (6) **Tree Survey** (required only for projects which involve a Tree Preservation/Removal Permit [see page 4])
- **Three (3)** folded full-sized plans are required (in addition to the plans required under No. 5 above).
 - Fold plans to 9” x 12” maximum size. Plans must be on sheets no greater than 24” x 36”.
 - Include north arrow, date prepared and scale (Tree Survey should be drawn to the same scale as the Site Plan).
 - Include the name and phone number of person preparing the plan(s). As appropriate or required, include the stamp and “wet signature” of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
- ☐ For new construction on an undeveloped lot: include the stamp and “wet signature” of the licensed architect, landscape architect and/or civil engineer preparing the survey.
- ☐ Indicate the size (dbh), species, and location of all protected trees within 30 feet of development activity on the subject lot, regardless of whether or not the protected trees are included on any tree preservation/removal permit application.
- ☐ Label all protected trees that are located within 10 feet of construction (including trees located on neighbor’s properties or the adjacent public right-of-way) with the matching number or letter from the Tree Preservation/Removal Permit application (see section 6 of this application).
- ☐ (7) **Green Building Materials** (required only for projects subject to the Green Building Ordinance [see page 7]).
- ☐ Label green building checklist features on plans (site plan, elevations, floor plans, details, etc). Ideally the applicant should provide a chart broken into 1) the number of credits on the plans and 2) the number of credits anticipated.
 - ☐ Completed green building checklist (per applicable rating system).
 - ☐ Copy of Green Building Certifier’s licensing certificate.
- ☐ (8) **Materials & Color Board** (required only for non-residential, multi-family residential, and mixed-use projects involving new construction or an addition/alteration that does not match existing materials and colors).
- Limit board(s) to a maximum size of 9” x 12”. Large projects (generally more than 25 dwelling units or 50,000 square feet of floor area) should also submit a large sized materials & color board (24” x 36”) for use at public hearings.
- ☐ Include samples of proposed exterior building materials and paint colors.
- ☐ Include manufacturer’s brochures as appropriate.
- ☐ (9) **Three-dimensional Exhibits** (required only for large projects with more than 25 dwelling units or 50,000 square feet of floor area).
- ☐ Provide color perspective drawings showing the project from all major public vantage points, or provide a scale model of the proposed project.
- ☐ (10) **Preliminary Title Report or deed not more than 60 days old** (required for all Tentative Parcel Map (TPM), Tentative Tract Map (TTM), Parcel Map Waiver (PMW), Rezoning, and General Plan Amendment applications, and any application where the owner information does not match the current Alameda County Assessor’s records)
- ☐ (11) **Fees** (all fees are due at the time of application submittal)
- Additional fees may be required if the project changes or based on staff’s environmental determination.

If you have any questions regarding this application, you may visit the Zoning Counter or call the Zoning Information Line and speak to a planner.

Zoning Information Line:

(510) 238-3911

Monday-Friday: 9am-Noon & 2pm-4pm

Zoning Counter:

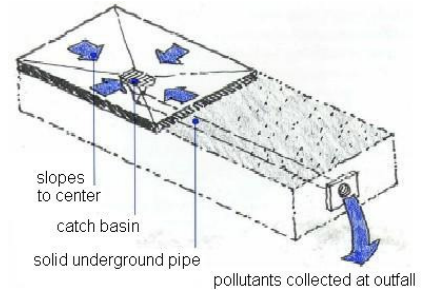
250 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612

Monday, Tuesday, Thursday, & Friday: 8am-4pm
Wednesday: 9:30am-4:00pm

Impervious surface



Impervious surface is related to stormwater runoff and water quality. Impervious surfaces (e.g., pavement and buildings) prevent rainwater from directly infiltrating into the ground and don't allow groundwater aquifers to recharge. When impervious surfaces keep water from soaking into the ground there is less groundwater seepage to creeks and the creeks dry up faster. When it rains, pollutants that have settled on impervious surfaces are concentrated and washed into storm sewers, nearby streams, and the bay. Impervious surfaces result in higher and faster peak water flows when it rains, which in turn results in increased erosion, flooding, and property damage. Large paved areas can also be unattractive and reduce the amount of land available for trees and other landscaping.



Trees

Among the features that contribute to the attractiveness and livability of the city are its trees. Trees contribute to the climate of the city by reducing heat buildup and providing shade, moisture, and wind control. Trees contribute to the protection of other natural resources by providing erosion control for the soil, oxygen for the air, replenishment of groundwater, and habitat for wildlife. Trees contribute to the economy of the city by sustaining property values and reducing the cost of drainage systems for surface water. Trees are landmarks of the city's history (the "oak" in Oakland), and are a critical element of nature in the midst of urban settlement. For all of these reasons it is important to protect and preserve trees by regulating their removal; to prevent unnecessary tree loss and minimize environmental damage from improper tree removal; and to encourage appropriate tree replacement plantings.



Creeks

Oakland's creeks are a valuable resource to the City of Oakland. They remove water pollutants and improve water quality, provide flood control and storm water drainage, are vital to wildlife habitat, and create neighborhood beauty and improved quality of life. Creeks encourage economic activity through recreation and increased property values and are some of the most beautiful areas of the City. They are a vital recreational and aesthetic resource to the urban environment. It is important to protect and preserve creeks by ensuring safe and responsible development.

